

East Central University
Job Description

Job Title: Circuit Room Attendant
Department: Tommy Hewett, M.D. Wellness Center
Reports To: Wellness Center Director

Essential Duties and Responsibilities

- Provide proper instruction and demonstration of all resistance and cardiovascular equipment
- Ensure patron safety in all fitness areas
- Maintain the cleanliness of the facilities and equipment
- Give facility and equipment orientations
- Enforce all policies throughout the facility
- Complete daily, weekly, and monthly check sheets and individual assignments
- Effectively communicate accurate information regarding facility programs and services
- Overall monitoring of the entire facility by performing thirty-minute walk throughs
- Maintain a customer service oriented atmosphere by greeting and providing assistance to patrons
- Open and close facility as needed
- Know how to engage facility's evacuation procedures and emergency action plan
- Answer patrons' questions and follow up on requests
- Attend all scheduled meetings and in-services
- Present a professional appearance and positive attitude at all times
- Maintain a high standard of customer service
- Maintain a timesheet of number of hours worked
- Call director if unable to report to work as scheduled and find a substitute to work shift if planned absence is necessary
- Perform other various essential functions and miscellaneous duties as assigned

Qualifications

- Current CPR, and first aid certification and thorough knowledge of application of skills
- Knowledge of basic fitness concepts
- Excellent customer service skills
- Reliable, responsible, and mature
- Self motivated, takes initiative, and is able to work without supervision
- Dedicated to working as a team player and maintaining a positive attitude
- Must be able to work some early mornings, evenings, weekends, holidays, and breaks

Physical Demands

- Ability to walk and stand for extended periods of time
- Ability to bend, stoop, kneel and reach with hands and arms on a regular basis
- Must be able to lift and/or move up to 45 pounds on a regular basis and on occasion will be required to lift and/or move in excess of 45 pounds